



Guinea

B.P. 1927

Conakry, Guinea
West Africa

United States Peace Corps in Guinea

Personal Services Contractor (PSC) Vacancy Announcement

VACANCY#PSC-03-2016

OPEN TO: All Interested Candidates
POSITION: **Human Resources Specialist (HRS)**
OPENING DATE: February 08, 2016
CLOSING DATE: February 22, 2016
WORK HOURS: Full-time: 40 hours/week

The US Peace Corps is seeking an individual for the position of **Human Resources Specialist**.

BASIC FUNCTION

The Human Resources Specialist (HRS), under the direct supervision of the Director of Management & Operations (DMO), is responsible for coordinating all aspects of Human Resources management for Peace Corps/Guinea (PCG). The incumbent is responsible for timely recruitment and on-boarding of new staff; developing and assuring implementation of human resource policies, systems and procedures; providing technical support for staff development; as well as assuring compliance with PC policy while respecting local labor laws.

S/he serves as the principal advisor to Post management on all personnel related issues, including benefits and performance evaluations. S/he will liaise with the US Embassy Regional Security Office (RSO) and Human Resource (HR) departments as well as local labor offices, social security and health insurance companies.

The incumbent must be able to maintain confidentiality as well as demonstrate good customer service and attention to detail. The position requires prioritization, planning, organization and the ability to efficiently manage multiple concurrent tasks. Incumbent will handle sensitive documents and communications, which requires adherence to the strictest standards of confidentiality and professional conduct regarding all information related to Peace Corps Staff, Volunteers and PCG operations.

This is a Personal Services Contract (PSC) position. In performance of these duties, the incumbent is expected to become an expert on relevant administrative management matters contained in applicable Peace Corps manual sections, the Overseas Financial Management Handbook (OFMH) and the Overseas Contracting Handbook (OCH). Routine work will be performed with minimum guidance.

Fluent written and spoken French and English required.

The complete job description can be obtained by writing to pcguineejobs@gn.peacecorps.gov.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item in their application or in a cover letter.

(All applicants must meet all the requirements listed below in order to be considered for subject position):

- **A. EDUCATION:**
 - Four (4) year University degree in Human Resources (required) or related field (preferred).
- **B. PRIOR WORK EXPERIENCE:**
 - Minimum five years related human resources and personnel administration experience required. Familiarity with local labor and social security laws required. Work with international/governmental organizations preferred.
- **C. SKILLS, KNOWLEDGE AND ABILITIES:**
 - Knowledge of Microsoft Office programs (Word, Power Point, Access, and Excel) required;
 - Good managerial skills, a personality that inspires confidence in employees and permits the maintenance of effective working relationships with employees and supervisors. Must be able to set priorities and be able to solve personnel problems with tact.
 - Ability to write clear and concise documents. Considerable amount of good judgment is required in screening job applications, discussing personal problems with employees, etc.
 - Confidentiality in all sensitive personnel matters is required
- **D. LANGUAGE:**
 - Spoken and written English and French fluency required.

HOW TO APPLY:

Interested applicants for this position must submit the following or the application will not be considered:

1. A completed application for U.S. Federal Employment (OF-612). The form must be completed in English. A copy of this form may be obtained by writing to pcguineejobs@gn.peacecorps.gov
2. A resume or C.V.
3. Three professional references.
4. A cover letter
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

Attention: **Director of Management and Operations**

pcguineejobs@gn.peacecorps.gov

Applications will only be accepted by e-mail to pcguineejobs@gn.peacecorps.gov. Applications must be received no later than Monday February 22, 2016 at 00:00 hrs.

The United States Peace Corps is an Equal Opportunity Employer